



**CYNTHIA A. HARDING, M.P.H.**  
Interim Director

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September 15, 2015

TO: Each Supervisor

FROM: Cynthia A. Harding, M.P.H.  
Interim Director

SUBJECT: **NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO EXECUTE MASTER AGREEMENT WORK ORDER NUMBER PH-001416-W26 WITH PUBLIC HEALTH FOUNDATION ENTERPRISES, INC. FOR THE PROVISION OF TEMPORARY PERSONNEL SERVICES**

This is to notify you that I am exercising the delegated authority approved by your Board on October 19, 2010, to execute Master Agreement Work Orders (MAWO) for the provision of temporary personnel services in amounts ranging from \$400,000 to \$699,999 annually, subject to review and approval by County Counsel and two weeks advance written notice to your Board.

Under this authority, on September 29, 2015, I will move forward with executing MAWO Number PH-001416-W26, with Public Health Foundation Enterprises, Inc., in the amount of \$818,675 for the term effective October 1, 2015 through September 30, 2017; 100 percent offset by two Centers for Disease Control and Prevention (CDC) grants: 1) CDC HIV Surveillance Notice of Award (NA) Number 5U62PS003692-03 REVISED; and 2) CDC National HIV Behavioral Surveillance NA Number 5U1BPS003256-05 REVISED. Another bidder requested and met the criteria to qualify as a Local Small Business Enterprise bidder, was granted the preference in the evaluation of cost, but was not deemed the lowest cost bidder.

This MAWO will provide seven (7) temporary personnel who will support three (3) HIV surveillance projects of the Los Angeles County (LAC) Department of Public Health's Division of HIV and STD Programs that provide important data to inform patterns of HIV transmission in LAC and the development of effective HIV prevention programs. The Case HIV Surveillance project monitors the resistance of HIV strains in LAC and is a supplemental HIV surveillance activity. Staffing requirements for this project include: one (1) Medical Records Abstractor; two (2) Research Analysts, Electronic; and one (1) Research Analyst, Trainee. The HIV Incidence project provides estimates of recently infected persons in LAC. One Medical Records QA/Laboratory Liaison is required for this project. The National HIV Behavioral Surveillance Project collects important behavioral data on populations at high risk for HIV in LAC and is used to inform the effective deployment of HIV prevention programs and services. Two (2) Research Interviewers are required for this project.

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County Counsel has reviewed and approved the MAWO as to form and this delegated authority action.

If you have any questions or require additional information, please let me know.

CAH:fs  
DA #03348

c: Interim Chief Executive Officer  
Interim County Counsel  
Acting Executive Officer, Board of Supervisors